



STATE OF NEW JERSEY  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
NATIONWIDE JOB OPPORTUNITY  
ACTIVE GUARD/RESERVE (AGR) VACANCY  
ANNOUNCEMENT



**ANNOUNCEMENT NUMBER 24-17**

**Position Title:** RECRUITING AND RETENTION NCO  
(Multiple Positions)

**MOS:** 79T  
(Open to any MOS)

**Opening Date:** 8 December 2016

**Closing Date:** 28 February 2017

**Duty Station:** Various Locations throughout New Jersey

**Military Assignment:** Recruiting and Retention Battalion, Sea Girt, New Jersey, 08750

**Military Grade:** Minimum: SPC/E4 (Completed BLC) \$1,999 - \$2,427.30 (base pay range per month)  
Maximum: SGT/E5 \$2,181.00.00 - \$3,094.80 (base pay range per month)

*Your pay will be depending on the amount of years of service;  
You will also receive other allowances for rations, housing, uniforms, and cost of living.*

**\*\*\*SPECIAL DUTY ASSIGNMENT PAY (up to \$300.00 per month) \*\*\***

**\*\*\*Military grade will be based on current State-wide authorization levels at the time of selection from the OML. \*\*\***

***If the applicant's rank exceeds the available authorization level, the Soldier must accept an Administrative reduction to secure the AGR position. \*\*\****

**Area of Consideration:** This position is only open to all members of the New Jersey Army National Guard or applicants that are eligible to become a member.

**\*\*PRIOR SERVICE APPLICANTS\*\***

**Please see below**

**AMENDED:** Closing date 28 February 2017

**NJARNG Entry Level AGR Hiring Plan (ELAHP) Information**

Applicants who meet the basic eligibility requirements will appear before a hiring board and receive a numerical rating based upon the interview, their application, their experience and potential. Applicants meeting the minimum point value for accession into the AGR Program will be ranked on an Order of Merit List (OML). When a vacancy becomes available, the applicant with the highest score will be offered the position. If declined, the vacancy will be offered to the next applicant on the list. Selection Lists will remain active until exhausted or deemed obsolete by the HRO.

Applicants who live more than 50 miles from the duty location of the job offered, may decline the position and remain on the OML, to be offered the next available position. If the applicant lives within the 50 mile radius and declines the position, he/she will be removed from the OML.

Applicants on the OML may be offered interim employment with Active Duty for Special Work (ADSW) funds, Temporary AGR tours or Temporary Technician status until such time as budget constraints allow for accession as an AGR Soldier. Applicants terminated for cause, or who resign in lieu of disciplinary actions, while performing duty in this interim status, will be removed from the OML.

Applicants on the OML are responsible for maintaining their basic eligibility for accession to the AGR Program. This includes maintaining passing scores on subsequent Army Physical Fitness Tests (APFT), adhering to the weight standards of AR 600-9, maintaining a current civilian driver's license and a current Physical Health Assessment. Failure to maintain standards causes delays in AGR accession and may be cause for removal from the OML.

**Duties and Responsibilities:** The Soldier selected for this position will be responsible to contact, interview and advise civilian personnel leading to obtaining qualified applicants for enlistment into the Army National Guard. You will present formal and informal briefings on advantages of the ARNG at civic and service organizations and student bodies. You will report to the Recruiting and Retention Area NCOIC and the Recruiting and Retention Sergeant Major and may be subject to unusual and additional duty hours for establishing and pursuing leads. Other duties include: station administration to include preparation and submission of official correspondence and reports; distribute/display recruiting material; establish liaison with local radio, television and newspaper agencies; write, edit, or present recruiting material for use by local communications agencies; discuss individual aims and goals. You will learn to explain Army benefits including; reenlistment bonus, retirement pay, military/civilian education opportunities, travel, recreational benefits and evaluate applicant's occupational education, psychological background in effort to determine programs with specific individual appeal. You will maintain statistics on recruiting programs; prepare enlistment reports, and other administrative correspondence. Your mission will include the three tenants of Strength Maintenance: Recruiting, Retention and Attrition Management.

**\*\*\*POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY\*\*\***

**Reference: *ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust AND Suitability and Security Screening Policy for Personnel Identified in or Nominated to Occupy a Position of Significant Trust and Authority (PPOM #15-040)***

**Note: Retention in this position is contingent upon successful completion of the POSTA requirements and satisfactory completion of the Recruiting and Retention Course.**

Must not have a Type I offense or Type II (Offense (See HQDA EXORD 193-14, Annex B attached)

**Screening for Type I and Type II Offenses will consist of the following:**

- Criminal background check completed by a fingerprint scan as well as law enforcement check where you worked, lived, and went to school for the last 7 years.
- A review of your Official Military Personnel File

**Time limitations on Type I and Type II offenses are as follows:**

- Type I offense – No time limitation
- Type II Offense – Over a Soldier's career unless otherwise specified in Annex B attached.
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369 and/ Fingerprint scan
- The RRB will conduct a Behavioral Health Interview prior to duty assignment in position of significant trust.

- Must have favorable results from:
  - Department of Army Inspector General (DAIG) ○ Criminal Investigation Division (CID)
  - Office of Military Personnel File Review
  - Army Substance Abuse Program

**Additional Requirements for 79T:**

- Physical demands rating and qualifications for initial award of MOS.
  - (1) A physical demands rating--N/A.
  - (2) A physical profile of 132221.
  - (3) Qualifying scores.
- Score Requirements:
  - (a) A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
- Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10 and Army Regulations (AR) 601-280 and AR 135-18 as applicable.
- Must be able to pass a JAG review.
- Possess clarity of speech.
- Be a high school graduate with a high school diploma; or have one year college with a high school GED with no waiver
- No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- Formal training: Successful completion of the ARNG Recruiting and Retention Course and the ARNG MOS 79T Conversion Course conducted under the auspices of the Strength Maintenance Training Center, Camp Robinson, AR) is mandatory prior to being awarded the MOS

**Note:** MOS of 79T will not be awarded below the grade of E7. For conversion of current MOS to 79T, individuals must meet the established requirements of NGR 601-1 and NGR 600-200.

**Prior Service Applicants:** Must have completed Army or US Marine Corp Basic Training. Applicants who have not completed Army or Marine Corp Basic Training, must meet the following as a term of employment:

1. Must meet **ALL** eligibility standards to ship to Army Basic Training.
2. Must ship to Army Basic Training within six months
3. Complete Army Basic Training.
4. Must be able to enlist into the New Jersey Army National Guard.

**Point of Contact:** CW4 David Edwards (609) 562-0882  
[david.b.edwards3.mil@mail.mil](mailto:david.b.edwards3.mil@mail.mil)

**Required Security Clearance:** Required a Secret Clearance.

**Equal Opportunity:** Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender, sexual orientation, or national origin.

**Initial Eligibility Requirements:** Please refer to the General Eligibility Requirements and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0862 or 0151 for assistance.

**How to Apply:** Please see the Vacancy Announcement Checklist shown on Page 3 for the required documentation to submit with your application. Application forms are available on

request from your unit Readiness NCO, Battalion Personnel NCO, or Full Time Support Supervisor. You may also obtain an application form by logging onto <http://www.state.nj.us/military/hro> and going to Resources / NG Forms. Then click on 34-1 in Adobe format.

Soldiers who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Active Guard/Reserve (AGR) status in the New Jersey Army National Guard under the provisions of Title 32 USC 502(f).

**J1 AGR Branch will not accept mailed or hand carried applications.  
You MUST email all applications**

Your application must be submitted in one PDF file with all vacancy announcement checklist requirements on page 4 to the email address [ng.nj.njarnng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarnng.mbx.nj-job-submission@mail.mil). In the subject line please put: J1-HRO-AGR, Announcement Number # and your Last Name.

**\*\* Must arrive NLT Close of Business on the Closing Date \*\***

**Pay and Benefits:** Basic Pay and allowances depend upon your grade and the length of creditable service. You will receive Leave at the rate of 2 1/2 days per month and be entitled to all Regular Federal Holidays. AGR Soldier's medical care and hospitalization will be administered under TRICARE. Your dependents may have the choice of US Family Health Service (USFHP) or TRICARE. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their current employment for entry into the AGR Program have re-employment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited Base Exchange & Commissary privileges. You and all eligible dependents will receive an Active Duty Identification Card / Dependent Identification Card and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

**Information for Technicians Entering Tour:** Technician personnel may compete for AGR positions. If selected, Technician would need to make an appointment with the HRO Employee Benefits section to fill out the New Jersey National Guard Checklist for Federal Technicians entering Absent-Uniformed Service (AUS) for military duty. Your Federal Employees Group Life Insurance (FEGLI) stops the day preceding your entry on active duty. Additionally, any Credit Union deposits and US Savings Bond allotments will terminate.

## **TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST**

Please print, initial on each line documents are in packet, sign the bottom and place on top of your AGR packet.

**Your application will be reviewed for completeness and eligibility as per Table 2 on page 3.**

### **\*\*\*IMPORTANT\*\*\***

**APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT  
UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.**

- \_\_\_\_\_ 1. NGB Form 34-1 dated 20131111 (Application for AGR Position). On a separate sheet, fully explain any "Yes" answers to questions in section IV. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1. Sign and date your NGB Form 34-1 and make sure all entries are legible and completed fully.
  - \_\_\_\_\_ 2. Enlisted Record Brief (ERB) **(Must be recertified within 12 months)**. The Unit and Applicant must print and sign name at the bottom of the ERB, confirming ERB is updated.
  - \_\_\_\_\_ 3. Must have a current PHA. **If your PHA is more than 6 months old, a certified Height/Weight statement, within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).**
  - \_\_\_\_\_ 4. A copy of your current Individual Medical Readiness Report (IMR Record).
  - \_\_\_\_\_ 5. A copy of your current NGB Form 23-B (Retirement Points History Statement).
  - \_\_\_\_\_ 6. Official DA photograph or a snapshot of you in your ASU/Class A's uniform from head to jacket hem.
  - \_\_\_\_\_ 7. A current DA Form 705 (Army Physical Fitness Score Card) must be within 8 months period. Submit current PERMANENT profile if an alternate event is performed. Soldiers on temporary profile are NOT eligible to enter the AGR program.
  - \_\_\_\_\_ 8. Copies of your last 5 Non-Commissioned Officer Evaluation Report (NCOER). SGT/E5's that do not have 5 NCOERS, please submit a memorandum explaining why. For newly promoted SGT/E5's, SPC/E4's and below a minimum of two letters of recommendation from your immediate supervisor's must be added. Letters of Recommendation must be within 6 months of job announcement.
  - \_\_\_\_\_ 9. Copy of ALL DD Form 214 that have been issued to you, to include basic training.
  - \_\_\_\_\_ 10. Photocopy of your current civilian motor vehicle driver's license. All data must be readable. Individual with revoked driver's license are not eligible to apply.
  - \_\_\_\_\_ 11. **Administrative Grade Reduction (if applicable):** Applicant's military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.
  - \_\_\_\_\_ 12. Any other documents that will support your qualifications i.e. resume, civilian job evaluations, school transcripts, etc. Letters of Recommendations must be within 6 months of job announcement.
  - \_\_\_\_\_ 13. JPAS Statement (Evidence of Security Clearance) available from your unit JPAS Manager.  
**\*\* IMPORTANT \*\***
- Per J1-HRO Policy Memo #13-003, dated 1 October 2012, all AGR Soldiers must have a minimum or eligible to receive a **Secret Security Clearance** regardless of MOS requirement.
- \_\_\_\_\_ 14. **ON A SEPARATE SHEET OF PAPER, PROVIDE YOUR CIVILIAN AND MILITARY EMAIL ADDRESS AND GOOD CONTACT NUMBER.** This information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non-selection letter.
  - \_\_\_\_\_ 15. DD 369 – Police Record Check (Please just fill out the top portion, checks will be completed by R&R)
  - \_\_\_\_\_ 16. DA 7424
  - \_\_\_\_\_ 17. Copy of Line Scores

**Applicant Signature:** \_\_\_\_\_

**TABLE 2 – NEW JERSEY ARMY NATIONAL GUARD AGR ELIGIBILITY REQUIREMENTS**

<b><u>GENERAL ELIGIBILITY REQUIREMENT:</u></b>	<b><u>INITIAL ENTRY QUALIFICATIONS:</u></b>
1. Must meet physical standards of AR 600-9.	1. Must meet entry requirements of AR 135-18.
2. Must not be under current suspension of favorable personnel actions.	2. Must be medically qualified under AR 40-501 as applicable within 12 months prior to initial entry. You must be medically certified as drug free, be tested for HIV within 2 year of initial entry.
3. Applicant must not be entitled to receive federal military retired pay.	3. Soldiers transferring between states or entering FTNGD from Active Duty status without a break in service must have a current physical exam.
4. Must be able to serve at least 3 years in active status prior to mandatory removal.	4. IAW ARNG-HRH Policy Memorandum 10-039, the individual selected for this position will be scheduled for training at PEC within six months of employment. Unless there are extenuating circumstances, failure of new AGR personnel to complete National Guard Bureau prescribed courses at PEC within the first year of employment, may be cause for termination of tour.
5. Personnel applying for an initial tour who have 15 or more years of active military service credited to retirement will require a waiver from NGB prior to placement on tour.	5. E5/SGT with more than 13 years of Active Service will not be able to apply.
6. Applicants who have voluntarily separated from the AGR program are not eligible to re-enter for one year from the date of separation	6. E6/SSG with more than 17 years of Active Service will not be able to apply.
7. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.	7. E7/ SFC with more than 19 years of Active Service will not be able to apply.
8. Must be able to pass POSTA requirements.	

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION  
OR OFFENSES

\*\*\*\*\*THESE CRITERIA APPLY TO MILITARY ONLY\*\*\*\*\*

(SEE CIVILIAN SCREENING POLICY FOR CIVILIAN CRITERIA)

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE  
"CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO,  
CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF  
REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE  
EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

- 1. SEXUAL HARASSMENT
- 2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS  
OF UCMJ ARTICLES 80, 120, 120b AND 125)
- 3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A  
CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
- 4. PANDERING
- 5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD  
PORNOGRAPHY
- 6. ADULTERY
- 7. INCEST
- 8. PROSTITUTION
- 9. BESTIALITY
- 10. STALKING
- 11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A  
SEXUAL NATURE
- 12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF  
PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
- 13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY  
CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER  
(INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
- 14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I  
OFFENSE
- 15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING  
PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
- 16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION  
RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S  
CAREER, UNLESS OTHERWISE SPECIFIED):

- 1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
- 2. LARCENY/THEFT/FRAUD/BURGLARY
- 3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN  
PAST 5 YEARS, WHICHEVER IS LONGER
- 4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II  
OFFENSE

5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLIC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.